



## THE LIBRARY OF VIRGINIA

 RECORDS MANAGEMENT AND IMAGING SERVICES DIVISION  
 (Form RM-2 Nov 01)

 RECORDS RETENTION AND DISPOSITION SCHEDULE  
 SPECIFIC SCHEDULE NO. 202-010  
 THE LIBRARY OF VIRGINIA  
 ARCHIVAL AND INFORMATION SERVICES  
 ARCHIVES AND RESEARCH SERVICES

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition conditions listed below:

AGENCY APPROVALSTATE APPROVAL

AGENCY HEAD OR DEPUTY

STATE LIBRARIAN

AGENCY RECORDS OFFICER

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE SEP 25 2009

PAGE 1 OF 3 PAGES

## CONDITIONS FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§ 42.1-76, et. seq. of the *Code of Virginia* for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the *Certificate of Records Disposal* (Form RM-3). A signed RM-3 must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 must be sent to Library of Virginia (LVA).
4. Any records created before the Constitution of 1902 came into effect (January 1, 1904) must be offered, in writing, to the LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA. A copy of the offer must be attached to the RM-3 form when it is submitted to the LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.
7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. Microfilming must be done in accordance with §§ 17VAC15-20-10, et. seq. of the *Virginia Administrative Code*, "Standards for the Microfilming of Public Records for Archival Retention."
8. Custodians of records must ensure that information in confidential or privacy protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Normally, destruction of confidential or privacy-protected records will be done by shredding or pulping. "Deletion" of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Electronic records must be "wiped" clean or the storage media physically destroyed.
9. Under the *Virginia Public Records Act*, (§ 42.1-79) the Library of Virginia is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. The Library may purge select records in accordance with professional archival practices in order to ensure efficient access.



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## SPECIFIC SCHEDULE NO. 202-010

### THE LIBRARY OF VIRGINIA

### ARCHIVAL AND INFORMATION SERVICES

### ARCHIVES RESEARCH SERVICES

EFFECTIVE SCHEDULE DATE SEP 25 2003

PAGE 2 OF 3 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Desk Statistics – Annual Reports</u> This series documents the services provided to the public by the staff of the branch.	005297	Retain 1 year after completion, then transfer to the Archives, Library of Virginia for permanent retention.
<u>Desk Statistics – Daily/Monthly/Quarterly Reports</u> This series documents the services provided to the public by the staff of the branch.	005298	Retain 1 year after preparation of annual report, then transfer to the Records Center, Library of Virginia. Retain in Records Center 2 years. Total retention 3 years.
<u>Interlibrary Loan Requests</u> Forms used to lend microfilm to other libraries. <i>Defunct series.</i>	011501	Destroy accumulation in compliance with policy no. 8 on schedule cover page.
<u>Letter Register</u> Documents receipt of incoming correspondence, assignment for response, actions and dates.	011502	Retain 2 years, then destroy.
<u>Patron Register</u> Documents patrons who have accessed archival materials in the LVA manuscript room.	011503	Retain 2 years, then transfer to the Records Center, Library of Virginia. Retain in Records Center 23 years, then destroy. Total retention 25 years.
<u>Patron Registration Forms - Archives</u> This series documents the registration of patrons to use archival records for research purposes.	011504	Retain 2 years, then transfer to the Records Center, Library of Virginia. Retain in Records Center 23 years, then destroy in compliance with policy no. 8 on cover page. Total retention 25 years.
<u>Photocopier Register</u> Forms used to account for cash received for copying done by staff for patrons. <i>Defunct series.</i>	011505	Retain 3 years, then destroy.
<u>Photoduplication Orders</u> Forms completed to request photoduplication of archival materials and to account for funds.	011506	Retain 1 year, then transfer to the Records Center, Library of Virginia. Retain in Records Center 2 years, then destroy. Total retention 3 years.

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PAGE 3 OF 3 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Stack Service Slips</u> Requests by patrons for archival material. Documents material used, patron and servicing stack attendants.	011507	Retain 1 year, then transfer to the Records Center, Library of Virginia. Retain in Records Center 24 years, then destroy. Total retention 25 years.